

## **CAREER OPTIONS RESOURCE CENTER**

Hampshire College  
3<sup>rd</sup> Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

### **ELIGIBILITY REQUIREMENTS**

#### **CORC INTERNSHIP GRANT – SUMMER 2009**

<b>Application Deadline: Monday, April 27, 2009, NOON</b>
---

For summer 2009, the Career Options Resource Center will award 5-6 grants of up to \$1200 to assist students with the costs of doing an unpaid or underpaid internship. Our donor wants to fund students who are engaged in hands-on work at community non-profit agencies either in the USA or abroad. In addition, the internship should relate directly to a student's academic goals and career interests. Award recipients are required to send our generous donor, Mrs. Sheila Cook, two thank you letters, one upon receipt of the award and the other at completion of the internship, and attend an awards dinner early in the fall semester.

### **ELIGIBILITY REQUIREMENTS**

1. You must be a current student at the time of the internship, in good academic and good disciplinary standing. If you plan to be on leave for Fall Semester 2009, it must be a Field Study Leave and not a Leave of Absence. Graduating students are not eligible.
2. You must be a current Hampshire College financial aid recipient or otherwise demonstrate financial need.
3. Your proposed internship must be with a community non-profit organization in the US or abroad, involve hands-on work, and serve recognized needs within the community. It should also relate to your academic work and career interests.
4. Your proposed internship should involve substantive, supervised work that will be done for at least 8 weeks AND a minimum of 17 hours per week. If you request any variation to this minimum number of weeks and hours, please clearly state the circumstances in your application.
5. Your application must be accompanied by a letter of support from the organization offering you an internship (see Application Directions #3).
6. You will need a recommendation from your Faculty Advisor or a Div II/III committee member.
7. Recipients must agree to attend the awards dinner early in the fall semester (unless on field study leave), submit two substantive thank you letters to the donor, as well as a comprehensive written evaluation of the internship. A portion of your award will be held back until these are complete.
8. Grant recipients will be required to return any award received, in full, if they do not complete the internship as outlined in their proposal, along with all internship requirements as listed above.

If you have any questions about how to apply, how to find an internship, or anything else about this Grant, please see a CORC staff person. We'll be happy to help you.

## CAREER OPTIONS RESOURCE CENTER

Hampshire College  
3rd Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

### APPLICATION DIRECTIONS

#### CORC INTERNSHIP GRANT – SUMMER 2009

Please be aware that this is a competitive application process. Because our donor is a writer herself, and the thank you letters are very important, a well-written application is a key factor. If you have any questions, please see a CORC staff person. We'll be happy to help you.

- 1. Cover Sheet:** Fill out the cover sheet included in this packet and attach the other materials described below to complete your application.
- 2. Internship Proposal Form:** Included in this packet is an Internship Proposal Form. Complete the form, write your answers to the five questions in the format described, and attach to your application.
- 3. Resume:** Provide a resume that includes your past internships, jobs, volunteer and community service, relevant class projects and campus involvement. Include dates, organizational information, and short descriptions for each. (For samples see the CORC Resume guide, available on-line or in CORC.)
- 4. Organization Support Letter:** You must request a "letter of support" from the organization where you plan to intern. It should be written by the person who would be your supervisor and include the following: a description of the organization, their desire to hire you as an intern, the dates and hours you will be expected to work, and what your duties will entail. Have the letter emailed to you; print it and include it in your application.

You may use the memo from Carin Rank, at the back of this packet, to help you describe the "letter of support" to your internship supervisor. Be sure to explain that this grant process is competitive and funding is not guaranteed.

- 5. Faculty Recommendation:** You will need a recommendation from your Faculty Advisor (if Div I) or from a Committee Member (if Div II or III).
- 6. Statement of Financial Need:** If you are not on Hampshire financial aid, you must write a brief statement explaining your need for funding and include it with your application.
- 7. Budget Form:** Use the Budget form in this packet to outline your proposed summer budget, giving as detailed a breakdown as possible, along with a total estimate of your budgetary needs.

#### IMPORTANT DATES

- |                           |  |
|---------------------------|--|
| • Monday, April 27        | Completed applications for the CORC Internship Grant must be submitted to CORC by NOON.                                  |
| • Wednesday, April 29     | CORC Internship Grant recipients will be notified.   |
| • Monday, May 4, 4-7 p.m. | Save the Date! Recipients will attend an Internship Training that unites grant recipients from multiple campus programs. |

**CAREER OPTIONS RESOURCE CENTER**

Hampshire College  
3<sup>rd</sup> Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

**COVER SHEET**

**CORC INTERNSHIP GRANT – SUMMER 2009**

Please review the Eligibility Requirements before submitting an application.

**Name:**

**Campus Box:**

**Phone:**

**E-mail address:**

**Address & phone after you leave campus:**

**Entering Year:**

**Division Level:**

**Expected graduation date:**

**Advisor:**

**Div II or III Chair (if applicable):**

**Div II Concentration or plan of study (if applicable):**

**Div III Focus (if applicable):**

*Organization where you plan to intern:*

**Organization address:**

**Supervisor (name and title):**

Are you receiving Hampshire Financial Aid? \_\_\_\_\_ If “no”, please use the back of this form to write a brief statement explaining your financial situation.

What other support do you have for this internship (such as personal savings, family, part-time job, housing, other grants, etc.)? Please use the back of this form to explain.

Are you applying for other Hampshire grants? \_\_\_\_\_ If “yes” please list:

Have you received previous Hampshire funding for an internship/field experience? Please explain.

*Checklist:*

- \_\_\_ Cover Sheet (this form)
- \_\_\_ Internship Proposal Form
- \_\_\_ Resume
- \_\_\_ Organization Support Letter: Be sure it includes 1) description of the organization, 2) their offer to hire you, 3) the dates and hours you will work, and 4) what your duties will be.
- \_\_\_ Faculty Recommendation
- \_\_\_ Statement of Financial Need (if you are not on Hampshire Financial Aid)
- \_\_\_ Budget Form

**The application deadline is MONDAY, APRIL 27, 2009 at NOON.**

## **CAREER OPTIONS RESOURCE CENTER**

Hampshire College  
3<sup>rd</sup> Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

### **INTERNSHIP PROPOSAL FORM CORC INTERNSHIP GRANT – SUMMER 2009**

**Name & Year:**

**Division:**

**Organization Name & Address:**

**Supervisor & Title:**

**Dates you will work/ number of weeks:**

**Number of hours per week:**

**Does the internship offer pay? Does it offer other compensation? Please explain.**

#### **INTERNSHIP DESCRIPTION**

**On separate sheets of paper**, describe your proposed summer internship by answering each of the following five questions individually. Include the question; then write your response. Please write no more than 2-3 pages total, and attach them to this form.

1. Discuss why you chose this organization and what your responsibilities will be.
2. What are your academic interests and how will this internship connect with your academic studies?
3. What are your career goals (however tentative or general they might be), and what skills and/or knowledge do you expect to gain that will help clarify or move you toward these goals?
4. How does the work of this organization – and how will your work as an intern – address the significant needs of the community it serves?
5. How will it make a difference to you if you receive this funding?

**FACULTY RECOMMENDATION FORM  
CORC Internship Grant - Summer 2009**

For summer 2009, the Career Options Resource Center will award 5-6 grants of up to \$1200 to assist students with the costs of doing an unpaid or underpaid internship. In order to apply, students must obtain a recommendation from faculty. **The application deadline is noon on Monday, April 27, 2009.** If you have any questions, please contact Carin Rank, Director of Career Options Resource Center, at 413-559-5385, crank@hampshire.edu

Student Name: \_\_\_\_\_  
Name of Internship Organization: \_\_\_\_\_

1. *What are the strongest skills and attributes the applicant has to offer a hosting organization?*

\_\_\_\_\_

2. *What skills and attributes does the applicant need to work on?*

\_\_\_\_\_

3. *Please assess how the summer internship experience would contribute to this student's academic progress.*

\_\_\_\_\_

4. *Other comments:*

\_\_\_\_\_

*To what degree does the applicant exhibit the following qualities:*

	HIGH				LOW
	1	2	3	4	5
Initiative					
Leadership					
Reliability					
Resourcefulness					
Flexibility					
Ability to listen					
Works as a team					
Independence					
Follow-through					

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**email** \_\_\_\_\_ **Phone** \_\_\_\_\_

Please give to the student in a signed, sealed envelope or email directly to [crank@hampshire.edu](mailto:crank@hampshire.edu)

**CAREER OPTIONS RESOURCE CENTER**

Hampshire College  
3<sup>rd</sup> Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

**BUDGET FORM**

**CORC INTERNSHIP GRANT – SUMMER 2009**

Please give estimates to the best of your ability.

---

**Dates of Your Internship:** Start \_\_\_\_\_ End \_\_\_\_\_ Number of Weeks \_\_\_\_\_

**Number of weeks/ Hours per week you will work:** \_\_\_\_\_

1. **Rent/housing costs:** \_\_\_\_\_ Per Week Total for Summer \_\_\_\_\_  
For how many weeks?  
Explanation:

2. **Utility costs:** \_\_\_\_\_ Per Week Total for Summer \_\_\_\_\_  
For how many weeks?  
Explanation:

3. **Transportation costs:** \_\_\_\_\_ Per Week Total for Summer \_\_\_\_\_  
For how many weeks?  
Explanation:

4. **Food:** \_\_\_\_\_ Per Week Total for Summer \_\_\_\_\_  
For how many weeks?  
Explanation:

5. **Personal expenses:** \_\_\_\_\_ Total for Summer  
Explanation:

6. **Other extra expenses:** \_\_\_\_\_ Total for Summer  
Explanation:

**GRAND TOTAL FOR SUMMER: \$** \_\_\_\_\_

## **CAREER OPTIONS RESOURCE CENTER**

Hampshire College  
3<sup>rd</sup> Floor Johnson Library  
(413) 559-5445  
<http://corc.hampshire.edu>

To: Internship Sponsor

From: Hampshire college, Career Options Resource Center

Date: Spring Semester 2009

Re: CORC Internship Grant for Summer 2009  
Request for Letter of Support

The Career Options Resource Center at Hampshire College has been able to offer a grant to support a student internship for the past seven summers. Students with demonstrated financial need undergo a competitive application process for this grant, which this year will provide up to \$1,200 to cover expenses for students engaged in an internship. Our donor has specified that the grants be awarded to students whose proposed internship involves hands-on work at a community nonprofit agency.

The grant application process requires students to obtain a letter of support from the organization where they would like to intern. The letter should include a description of your organization and its mission; outline duties and responsibilities of the intern position; and specify how many weeks, and hours each week, you expect the student to work. Providing detail about tasks, responsibilities, large projects or issues with which the student will be involved will strengthen the application and improve the student's chance of receiving funding.

Please email your letter directly to the student, who will include it in his/her grant application. If you have any questions about writing this letter of support, please feel free to contact:

Carin Rank  
Director, Career Options Resource Center  
Hampshire College  
893 West Street, Amherst, MA 01002  
Email: [crank@hampshire.edu](mailto:crank@hampshire.edu)

Phone: (413) 559-5445

Fax: (413) 559-6148

Attn: Carin Rank, Career Options